

MINUTES OF THE CANANDAIGUA CITY
COUNCIL MEETING
THURSDAY, APRIL 7, 2016 7:00 P.M.
City Council Chambers
City Website: canandaiguanewyork.gov

Mayor Polimeni called the meeting to order at 7:00 PM

Pledge of Allegiance:

Roll Call:

Members Present: Councilmember Ward 1 Nick Cutri
Councilmember Ward 2 Anita Twitchell
Councilmember Ward 3 Karen White
Councilmember Ward 4 Cindy Wade
Councilmember-at-Large Robert O'Brien
Councilmember-at-Large James Terwilliger
Mayor Ellen Polimeni

Members Absent: Councilmember-at-Large Matt Martin (Arrived 7:10 pm)
Councilmember-at-Large David Whitcomb

Also Present: Acting City Manager John D. Goodwin
Corporation Counsel Michele O. Smith

Review of Community Core Values: Councilmember Ward 3 White read the Community Core Values: As residents, city staff and appointed & elected officials of the City of Canandaigua, our decisions and actions will be guided by these core values: Responsive, Participatory Governance; Caring & Respect; Integrity; Heritage; Stewardship; and Continuous Improvement.

Approval of Minutes:

Councilmember-at-Large Terwilliger moved for the approval of the Council Minutes of February 4, 2016. Councilmember Ward 1 Cutri seconded the motion.

Vote Result: Carried unanimously by voice vote. (7-0)

Councilmember-at-Large Terwilliger moved for the approval of the Council Minutes of March 3, 2016. Councilmember Ward 1 Cutri seconded the motion.

Vote Result: Carried unanimously by voice vote. (7-0)

Recognition of Guests:

- Mayor Polimeni introduced Ted Andrzejewski the new City Manager.

Committee Reports:

Planning/Development: Councilmember Ward 4 Wade reported that the Planning/Development Committee met and discussed the following:

SEE COMMITTEE NOTES - APPENDIX A

March 15th

- Muar House – Signage
- 71 Saltonstall Street – Transfer to Habitat for Humanity
- Sanitary Sewer Easement – Ontario County Sewer District
- Revised Architectural Standards – Planning Commission

April 5th

- Muar House – Deck and Interior Modification
- Transfer Station Agreement – Town of Canandaigua
- 2016/2017 Strategic Plan
- Executive Session Item – City Manager Employment Contract

Environmental/Parks: Councilmember Ward 1 Cutri reported that the Environmental Committee met on March 8th and discussed the following.

SEE COMMITTEE NOTES - APPENDIX B

1. L.L. Bean Agreement Renewal
2. Dock Policy
3. Donation of 16-gallon recycling boxes

Ordinance/Charter Review: Ordinance Committee did not meet since the last Council Meeting

Finance/Budget: Councilmember-at-Large Terwilliger reported that the Ordinance Committee met on March 24th and discussed the following:

SEE COMMITTEE NOTES - APPENDIX C

1. Financial Consulting Services – Bernard P. Donegan, Inc.
2. Parking Ticket Payment Methods
3. Budget Items

PUD (Planned Unit Development): PUD Committee met on March 24th: (No Report)

SEE COMMITTEE NOTES - APPENDIX D

1. Pinnacle North: Request to Place Sales Trailer

Resolutions:

Resolution #2016-013: *(Introduced and Tabled March 3, 2016)*

A Resolution Determining the

**Environmental Significance of Ordinance #2016-001.
(Tobacco Stores in the C-1 Zone District)**

Remains on the table.

Resolution #2016-023:

Moved: Councilmember-at-Large Martin

Seconded: Councilmember Ward 1 Cutri

**A RESOLUTION SETTING THE TIME AND PLACE OF A PUBLIC HEARING ON
AMENDMENT TO THE ZONING ORDINANCE**

WHEREAS, Section 850-8 of the City of Canandaigua Municipal Code requires a public hearing on an amendment to the City's Zoning Ordinance, Chapter 850;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Canandaigua that a public hearing regarding the proposed zoning ordinance amendment to amend the Architectural Standards for use by the Planning Commission be held during the City Council Meeting held at 7:00 p.m. on May 5, 2016 in the City Council Chambers, City Hall, 2 North Main Street, Canandaigua, New York; and

BE IT FURTHER RESOLVED that the City Clerk shall cause notice to be given and published as required by law; and

BE IT FURTHER RESOLVED that the Zoning Officer shall cause a copy of the proposed Ordinance #2016-003 to be forwarded to the Ontario County Planning Commission in accordance with General Municipal Law Section 239-M and with the City Planning Commission in accordance with City Code Section 850-8(B).

Vote Result: Carried unanimously by voice vote. (8-0)

Resolution #2016-024:

Moved: Councilmember Ward 2 Twitchell

Seconded: Councilmember Ward 3 White

**A RESOLUTION DECLARING THE PROPERTY LOCATED AT 71 SALTONSTALL STREET,
AS SURPLUS PROPERTY AND AUTHORIZING THE TRANSFER OF SAID PROPERTY TO
HABITAT FOR HUMANITY**

WHEREAS, property acquired by the City through its tax lien sale is not subject to the competitive bidding requirements of Section 23 of the General City Law relative to the sale or lease of City property by private sale; and

WHEREAS, the property located at 71 Saltonstall Street and identified by tax map # 84.13-4-19 was not redeemed for taxes by the former property owners; and

WHEREAS, an Ontario County Treasurer's Deed, recorded March 28, 2016, transferred said property to the City of Canandaigua as a result of the tax lien sale; and

WHEREAS, the City of Canandaigua has no public use for said property, but has a partnership with Habitat for Humanity of Ontario County through the City's Homeownership and Home Preservation Program which includes a proposal to demolish the structure, realign existing lot lines with neighboring properties and construct two new homes on Foster Street; and

WHEREAS, the aforementioned Homeownership and Home Preservation Program was renewed by City Council via Resolution #2016-003 at its February 4, 2016 meeting; and

WHEREAS, Habitat for Humanity has agreed to acquire said property from the City in the amount of \$9,390.57, which equals the taxes due for 2016 and previous years;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Canandaigua that the property located at 71 Saltonstall Street and identified by tax map # 84.13-4-19 shall be declared surplus property; and

BE IT FURTHER RESOLVED that the City Clerk shall be authorized to sell and transfer said property to Habitat for Humanity of Ontario County for \$9,390.57.

The motion CARRIED UNANIMOUSLY on the following vote:

AYES: Council Member Ward 1 Cutri, Council Member Ward 2 Twitchell, Councilmember Ward 3 White, Councilmember Ward 4 Wade, Councilmember-at-Large Martin, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, and Mayor Polimeni.

NOES: None.

Resolution #2016-025:

Moved: Councilmember-at-Large O'Brien

Seconded: Councilmember-at-Large Martin

A RESOLUTION GRANTING A PERMANENT EASEMENT TO THE ONTARIO COUNTY SEWER DISTRICT

WHEREAS, the Ontario County Sewer District has requested a permanent sanitary sewer easement on City property located at 3772 County Road 16, Town of Canandaigua and identified on the tax map as parcel number 112.00-01-18.1and; and

WHEREAS, the easement will allow the Ontario County Sewer District to use, maintain, replace, construct, repair, reconstruct and improve the sanitary sewer system lying within, upon or below the easement area; and

WHEREAS, the Planning/Development Committee reviewed and approved the easement agreement at their March 15, 2016 meeting;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Canandaigua that the City Manager is authorized to execute any and all documents necessary to transfer a permanent easement to the Ontario County Sewer District for the above-described property upon such terms and conditions as the City Manager and Director of Public Works deem appropriate.

The motion CARRIED UNANIMOUSLY on the following vote:

AYES: Council Member Ward 1 Cutri, Council Member Ward 2 Twitchell, Councilmember Ward 3 White, Councilmember Ward 4 Wade, Councilmember-at-Large Martin, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, and Mayor Polimeni.

NOES: None.

Resolution #2016-026:

Moved: Councilmember Ward 1 Cutri
Seconded: Councilmember Ward 4 Wade

A RESOLUTION DECLARING 16-GALLON RECYCLING CONTAINERS SURPLUS

WHEREAS, last year the City distributed new 64 and 96 gallon recycling containers which replaced 16 gallon containers previously used; and

WHEREAS, representatives from the Clyde-Savannah Central School District have asked the City if it could donate surplus 16 gallon containers for the purpose of starting a recycling program at the school district; and

WHEREAS, the City has approximately 135 16 gallon containers that staff has recommended be declared surplus; and

WHEREAS, the Environmental/Parks Committee at its March 8, 2016 meeting approved the declaration of the 16 gallon recycling containers as surplus and their disposal by providing up to 100 containers to the Clyde-Savannah Central School District;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Canandaigua hereby declares as surplus all remaining 16 gallon recycling containers and that up to 100 of said boxes be provided to the Clyde-Savannah Central School District.

The motion CARRIED UNANIMOUSLY on the following vote:

AYES: Council Member Ward 1 Cutri, Council Member Ward 2 Twitchell, Councilmember Ward 3 White, Councilmember Ward 4 Wade, Councilmember-at-Large Martin, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, and Mayor Polimeni.

NOES: None.

Resolution #2016-027:

Moved: Councilmember Ward 2 Twitchell
Seconded: Councilmember Ward 1 Cutri

**A RESOLUTION AUTHORIZING MODIFICATIONS
TO THE MUAR HOUSE**

WHEREAS, by Resolution #2016-004 the City entered into a lease agreement with Twisted Rail Brewing Company for use of the Muar House; and

WHEREAS, in accordance with the lease, no alterations or improvements can be made to the structure without written approval of the City Council; and

WHEREAS, via Resolution #2016-021 City Council approved interior modifications pursuant to a plan dated February 16, 2016; and

WHEREAS the February 16, 2016 plan also included proposed exterior modifications that were not approved as additional information was necessary; and

WHEREAS, Twisted Rail Brewing Company submitted a plan for signage dated March 10, 2016 which was reviewed by the Planning/Development Committee at its March 15, 2016 meeting; and

WHEREAS the Planning/Development Committee reviewed the plan approved two signs that would replace the previous tenant's signs, but did not support a new sign proposed to be affixed to the eastern side of building;

WHEREAS, Twisted Rail Brewing Company also submitted revised plans dated March 24, 2016 and the required information for the exterior alternations with said plans including a new second floor bathroom and was reviewed and approved by the Planning/Development Committee at its April 5, 2016 meeting;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Canandaigua that the Twisted Rail Brewing Company is authorized to replace the existing signage located at the parking lot entrance and in front of the Muar House and after they have obtained all necessary permits; and

BE IT FURTHER RESOLVED, by the City Council of the City of Canandaigua that the Twisted Rail Brewing Company is authorized to implement the interior and exterior modifications to the Muar House as shown on the plan dated March 24, 2016, as long as such plans are in compliance with the NYS Building Code and after they have obtained all necessary permits.

The motion CARRIED UNANIMOUSLY on the following vote:

AYES: Council Member Ward 1 Cutri, Council Member Ward 2 Twitchell, Councilmember Ward 3 White, Councilmember Ward 4 Wade, Councilmember-at-Large Martin, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, and Mayor Polimeni.

NOES: None.

Resolution #2016-028:

Moved: Councilmember Ward 3 White
Seconded: Councilmember-at-Large Martin

**A RESOLUTION AUTHORIZING
A CONTRACT FOR FINANCIAL CONSULTING SERVICES**

WHEREAS, the City of Canandaigua uses a financial consulting service in connection with the City's capital project financial planning include temporary and permanent financing, filing of required disclosures and financial management services; and

WHEREAS, Bernard P. Donegan, Inc. has been providing such financial consulting for the City and the Clerk-Treasurer and Acting City Manager recommend the retention of Bernard P. Donegan, Inc. to continue to provide financial consulting services in accordance with a proposal, attached, submitted by Bernard P. Donegan, Inc.; and

WHEREAS, this proposal was reviewed and approved at the March 24, 2016 Finance/Budget Committee Meeting;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the City Manager to enter into Financial Services Agreement with Bernard P. Donegan, Inc for financial consulting services at the rates set forth in the attached proposal.

The motion CARRIED UNANIMOUSLY on the following vote:

AYES: Council Member Ward 1 Cutri, Council Member Ward 2 Twitchell, Councilmember Ward 3 White, Councilmember Ward 4 Wade, Councilmember-at-Large Martin, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, and Mayor Polimeni.

NOES: None.

Resolution #2016-029:

Moved: Councilmember-at-Large Terwilliger
Seconded: Councilmember Ward 4 Wade

**A RESOLUTION AUTHORIZING A TEMPORARY LAND USE IN THE LAKEFRONT
REDEVELOPMENT P.U.D ZONE TO ALLOW THE USE OF SALES TRAILERS**

WHEREAS, pursuant to Resolution 2009-181 (Amended) the Canandaigua Lakefront Redevelopment Project area, now known as "Pinnacle North", was designated a Planned Unit Development (P.U.D.) Zone; and

WHEREAS, designation as a P.U.D. Zone places the Project area under the discretion and control of the Canandaigua City Council regarding property development and land use; and

WHEREAS, the property owners desire to make use of the property prior to obtaining site plan approval; and

WHEREAS, the City Council is agreeable to such temporary uses that serve the area and the property's redevelopment;

NOW, THEREFORE, BE IT RESOLVED that the Canandaigua City Council finds that the granting of such a temporary use is consistent with the Project's sketch plan approval; and

BE IT FURTHER RESOLVED that the Applicant may temporarily use the Project site for the location of a sales trailer as set forth in the submission to and discussed by the Planned Unit Development Committee on March 24, 2016. Such use may continue until April 1, 2016 unless Applicant fails to maintain the Project area in a clean and safe manner, which shall result in the revocation of this temporary use. Placement of said trailer and applicable signage must otherwise be in accordance with New York State Laws and the laws of the City of Canandaigua; Applicant shall specifically be allowed 4 flutter flags placed at the gate entrance on the project site; 2 fence screen signs and 2 wooden signs (4x8 size) located on site and/or on the sales trailer; and

BE IT FURTHER RESOLVED that this Resolution shall have no impact on previous authorizing resolutions applicable to this Project.

Vote Result: Carried unanimously by voice vote. (8-0)

Resolution #2016-030:

Moved: Councilmember-at-Large Terwilliger

Seconded: Councilmember Ward 1 Cutri

A RESOLUTION APPOINTING TED ANDRZEJEWSKI AS CITY MANAGER

WHEREAS, the City Council of the City of Canandaigua desires to employ the services of Ted Andrzejewski as City Manager of the City of Canandaigua as provided for in the City Charter; and

WHEREAS, Ted Andrzejewski desires appointment as the City Manager of the City of Canandaigua; and

WHEREAS, the City Council and Ted Andrzejewski have reached agreement on the terms and conditions of employment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Canandaigua that Ted Andrzejewski is hereby appointed City Manager of the City of Canandaigua, New York, effective April 11, 2016, pursuant to the Charter of the City of Canandaigua, and the laws of the State of New York;

BE IT FURTHER RESOLVED that Mayor Ellen Polimeni is hereby authorized and directed to execute a written employment benefits agreement between the City of Canandaigua and Ted Andrzejewski

under the terms and conditions approved by City Council.

NOES: None.

Vote Result: Carried by voice vote. (7-1). Councilmember Ward 2 Twitchell opposing.

Resolution #2016-031:

Moved: Councilmember Ward 4 Wade

Seconded: Councilmember-at-Large Martin

A RESOLUTION CREATING LIENS UPON CERTAIN CITY PROPERTIES FOR WATER AND SEWER FEES, SOLID WASTE COLLECTION FEES AND CODE ENFORCEMENT AND FIRE INSPECTION ARREARS

WHEREAS, Chapter 14.18 of the City of Canandaigua Charter and Section 452.4 of the General Municipal Law authorizes the creation of property tax liens for delinquent water and sewer charges; and

WHEREAS, Chapter 292-4 B and Chapter 748-84 of the City of Canandaigua Municipal Code authorize the creation of tax liens for delinquent charges for services performed by the City of Canandaigua Code Enforcement Department and unpaid inspection fees; and

WHEREAS, Chapter 600-12 F of the City of Canandaigua Municipal Code authorizes the creation of tax liens for delinquent snow removal fees for inspections performed by the City of Canandaigua Department of Public Works; and

WHEREAS, Chapter 714-31 B of the City of Canandaigua Municipal Code authorizes the creation of tax liens for delinquent fire inspection fees for inspections performed by the City of Canandaigua Fire Department; and

WHEREAS, Chapter 585-12 F(3) of the City of Canandaigua Municipal Code authorizes the creation of tax liens for delinquent solid waste collection fees; and

WHEREAS, at this date several such outstanding invoices in arrears exist on the City records which are detailed in the attached statement; and

WHEREAS, the property owners on the attached list have been notified of the delinquent charges by the City of Canandaigua Clerk/Treasurer's Office;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Canandaigua that there are hereby created liens on the properties listed on the attached statement; and

BE IT FURTHER RESOLVED, that said liens shall be added to the City's tax roll and enforced in the same manner as other City taxes.

The motion CARRIED UNANIMOUSLY on the following vote:

AYES: Council Member Ward 1 Cutri, Council Member Ward 2 Twitchell, Councilmember Ward 3 White, Councilmember Ward 4 Wade, Councilmember-at-Large Martin, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, and Mayor Polimeni.

NOES: None.

Resolution #2016-032:

Moved: Councilmember Ward 4 Wade

Seconded: Councilmember-at-Large Martin

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO
EXECUTE AN AMENDMENT TO THE TRANSFER FACILITY USAGE
AGREEMENT WITH THE TOWN OF CANANDAIGUA**

WHEREAS, the City of Canandaigua and Town of Canandaigua entered into a Transfer Facility Usage Agreement dated May 1, 2014; and

WHEREAS, the Agreement was scheduled to terminate on October 31, 2014; and

WHEREAS, the City and Town have twice amended the Agreement to allow the City to use the Transfer Facility for until April 31, 2016; and

WHEREAS, the City desires to continue the Agreement and further explore a long term arrangement with the Town to share a transfer facility;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Canandaigua that the City Manager is authorized to execute an amendment to the Transfer Facility Usage Agreement with the Town of Canandaigua to provide for continued use of the Transfer Facility for up to one year.

The motion CARRIED UNANIMOUSLY on the following vote:

AYES: Council Member Ward 1 Cutri, Council Member Ward 2 Twitchell, Councilmember Ward 3 White, Councilmember Ward 4 Wade, Councilmember-at-Large Martin, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, and Mayor Polimeni.

NOES: None.

Ordinances:

Ordinance #2016-001: *(Introduced at tabled at the February 4th City Council Meeting)*

**An Ordinance Amending Chapter 850 of the Municipal Code to
Permit Tobacco Stores in the C-1 Zone District.**

This Ordinance remains on the table

Ordinance #2016-003:

Councilmember-at-Large Terwilliger read the following Ordinance and placed it on the table.

**AN ORDINANCE AMENDING
CHAPTER 850 OF THE MUNICIPAL CODE
TO AMEND THE ARCHITECTURAL STANDARDS TO INCLUDE GUIDELINES FOR THE
NORTHERN GATEWAY, DOWNTOWN, AND SOUTH MAIN STREET**

BE IT ENACTED by the City Council of the City of Canandaigua that:

Sec. 1 That chapter 850, sections 850-19 (C)(3) is hereby amended as follows (additions in ***bold and italics***, deletions **bold and striken**):

(3) Architectural review.

(a) The Zoning Officer or Code Enforcement Officer shall promptly refer to the Planning Commission for architectural review every application for a building permit, sign permit or site plan review for the proposed new construction, or the expansion, alteration or modification of an existing building or use in any district, excluding the following:

[1] New construction of single- and two-family residential buildings.

[2] Expansion, alteration or modification of an existing residential building of one to four units in any district.

[3] New construction or the expansion, alteration or modification of accessory structures on residential properties.

(b) Procedure for architectural review.

[1] The Planning Commission shall approve, approve conditionally subject to specified modifications, or disapprove any application for architectural review and shall inform the Zoning Officer and the applicant of its decision. The Chairman shall also sign all prints submitted to the Commission signifying its approval.

[2] The Planning Commission shall disapprove such plans if it finds that the structure or building for which the permit was applied would, if erected or altered, be so detrimental of the surrounding area as to provide one or more harmful effects by reason of:

[a] Inappropriateness in relation to the established character of other existing structures in the immediate area or neighboring areas where a definite style or character has been established or the character of the City as a whole in respect to significant design features such as materials or quality of architectural design; or

[b] Elimination or reduction of public views of scenic features in the vicinity of the structure; or

[c] Incompatibility with the natural features of the site and surrounding natural environment; provided that a finding of inappropriateness shall state not only that such inappropriateness exists, but that it is of such a nature as to be reasonably expected to adversely affect the desirability of the immediate area of neighboring areas for uses which are permitted by the Zoning Ordinance and/or to adversely affect property values

and prevent appropriate development and use of such areas, and that the finding of inappropriateness is not based on personal preference as to taste or choice of architectural style.

[3] In conducting architectural review, the Planning Commission shall generally rely upon and adhere to the adopted architectural standards. *The City Council shall approve and adopt by resolution “Architectural Standards” to guide the Planning Commission and provide a basis for consistent determinations in the implementation of Architectural review.*^[1]

[4] If the Commission disapproves of such plans, it shall state its reasons for doing so and shall transmit a record of such action and reasons thereof in writing to the applicant. The Commission may advise what it thinks is proper if it disapproves of the plans submitted. The applicant, if he so desires, may make modification of his plans and shall have the right to resubmit his application at any time after so doing.

[5] The Code Enforcement Officer shall refuse any building permit application disapproved as provided in Subsection C(3)(b)[2]. If the Planning Commission shall fail to disapprove any such application referred to it within the 45 days of the date of referral, or if the Commission shall approve any such application, the Code Enforcement Officer shall issue the building permit, provided that it conforms in all respects to all other applicable laws, codes and ordinances.

[1]Editor's Note: The Architectural Standards are included at the end of this chapter.

Sec. 2 This ordinance shall be effective thirty (30) days following its enactment.

Local Laws: None

Manager's Report: None

Executive Session:

Councilmember-at-Large Martin moved to close the regular meeting to go into Executive Session at 7:56 PM to discuss employment history of a particular person. Councilmember-at-Large O'Brien seconded the motion.

Vote Result: Carried unanimously by voice vote (8-0)

Regular Session:

Councilmember-at-Large Martin moved to close the executive session and return to the regular meeting at 8:15 PM. Councilmember Ward 1 Cutri seconded the motion.

Vote Result: Carried unanimously by voice vote (8-0).

Adjournment

Councilmember-at-Large Martin moved to adjourn the regular session at 8:15 PM. Councilmember Ward 1 Cutri seconded the motion.

Vote Result: Carried unanimously by voice vote (8-0).

Nancy C. Abdallah, Clerk Treasurer
City of Canandaigua

APPENDIX A
PLANNING/DEVELOPMENT
Tuesday, March 15, 2016
7:00 p.m.
Hurley Building Conference Room

Committee: Cindy Wade, Chair; Robert O'Brien; Jim Terwilliger; Anita Twitchell

Other Council Members: Ellen Polimeni; Nick Cutri; Matt Martin; David Whitcomb (7:40)

Staff: John Goodwin; Michele Smith; Rick Brown

Meeting called to order at 7:00 PM

1) Muar House – Signage

At the last City Council meeting the Council authorized the proposed interior modifications to the Muar House as shown on the plan dated February 16, 2016 which were reviewed by the Ordinance/Charter Review Committee at its March 1, 2016 meeting. Plans for the exterior signs were not available at the time, but have recently been submitted for City Council's consideration. Motion to recommend approval of the 2 ground signs as proposed made by Jim Terwilliger, 2nd by Robert O'Brien. Vote 4-0. Committee not in favor of the wall sign.

RESOLUTION for next City Council Meeting

2) 71 Saltonstall Street – Transfer to Habitat for Humanity

At the Environmental/Parks Committee meeting on January 12, 2016, the Committee was presented with and approved a proposal from Habitat for Humanity to continue/renew the Homeownership and Home Preservation Program. City Council approved the renewal contract at its February 4, 2016 meeting. Part of the planned work for this program includes the demolition of 71 Saltonstall Street, the realignment of the lots in this area and the construction of two new homes fronting Foster Street. A variance application is on the ZBA's agenda to facilitate the realignment of the lot lines. In order to facilitate this project the City must transfer the property over to Habitat for Humanity. The City recently took ownership of the property due to unpaid taxes. Habitat is willing to pay the amount in back taxes as an acquisition cost.

Motion to recommend sale of property for approximately \$9400 as indicated above made by Jim Terwilliger, 2nd by Robert O'Brien. Vote 4-0

RESOLUTION for next City Council Meeting

3) Sanitary Sewer Easement – Ontario County Sewer District

The Ontario County Sewer District has been upgrading a sanitary sewer pump station on West Lake Road near the City's Water Treatment Plan. Part of the project requires that the City grant an easement related to a sanitary force main that runs through a portion of City property. Staff recommends that City Council grant the easement and authorize the City Manager to execute all necessary agreements.

Motion to recommend easement to Ontario County as indicated above made by Jim Terwilliger, 2nd by Anita Twitchell. Vote 4-0

RESOLUTION for next City Council Meeting

4) Revised Architectural Standards – Planning Commission

Jim Mueller; Jeff Ayers; Stan Taylor; Adrienne Katz

In 2014, the Planning Commission began the process of revising the current *Architectural Standards*. The current standards were drafted by the Planning Commission and adopted by City Council in 2002 to guide the Planning Commission in their administration of Architectural Review. The intent of the revised standards is to provide better guidance to both applicants and the Planning Commission. Representatives from the Planning Commission have been invited to present their proposed standards. The proposed standards are attached to your agenda.

Planning Commission provided an overview of their proposed changes. Committee asked general questions. Many thanks and appreciation to the Planning Commission for all the work on this.

Motion to recommend approval of Ordinance change to include the proposed guidelines as submitted made by Jim Terwilliger, 2nd by Robert O'Brien. Vote 4-0

ORDINANCE with Public Hearing Resolution at next City Council Meeting.

Meeting adjourned at 8:10 PM

APPENDIX A (continued)
PLANNING/DEVELOPMENT
Tuesday, April 5, 2016
7:00 p.m.
Hurley Building Conference Room

Committee: Cindy Wade, Chair; Robert O'Brien; Jim Terwilliger; Anita Twitchell

Other Council Members: Ellen Polimeni, Nick Cutri, David Whitcomb, Karen White, Matt Martin

Staff: John Goodwin, Michele Smith

1. Muar House – Deck and Interior Modification

At the last City Council meeting the Council authorized the proposed interior modifications to the Muar House as shown on the plan dated February 16, 2016 which were reviewed by the Ordinance/Charter Review Committee at its March 1, 2016 meeting. The Council determined that the proposed exterior modifications on the February 16, 2016 plan required additional information in regard to the impact to occupancy loads, washroom requirements and whether a permit from the New York State Department of Environmental Conservation (NYSDEC) was necessary. Twisted Rail Brewing Company has recently submitted revised plans dated March 24, 2016 for the exterior modifications along with the required information. The exterior modifications include three new decks to the front and side (outlet side) of the property. Due to the occupancy code requirements additional washrooms are required. Twisted Rail has proposed adding a bathroom to the second floor of the building. Attached to your agenda are the plans dated March 24, 2016 and an email from the NYSDEC. I have reached out to the NYSDEC twice requesting that a letter on official NYSDEC letter head.

Plans for the exterior signs were reviewed and approved by the Planning/Development Committee at its March 15, 2016 meeting. A resolution is on the City Council's April 7th agenda to approve the signage and can be revised prior to the meeting to reflect any additional approvals made by the Planning/Development Committee.

Motion to recommend approval of all proposed modifications and improvements made by Antia Twitchell, 2nd Jim Terwilliger. Vote 4-0. A revised resolution will be on the April 7th Council meeting.

2. Transfer Station Agreement – Town of Canandaigua

The City has contracted with the Town to utilize its transfer facility since May 2014 to provide City residents with a location to dispose of bulk refuse and recycling waste. Residents are required to purchase transfer facility payment cards which can be obtained at City Hall (Clerk's Office) or at the Hurley Building during regular work hours. The arrangement has been successful and staff recommends renewing the agreement for another year (until April 30, 2016). Note that the only change to the agreement is in relation to electronic recycling for non-flat screen TVs and monitors. Electronic recycling is free of charge except for non-flat screen TVs and monitors. Residents are required to purchase disposal coupons from the Town Clerk or from the ticket machine located in the transfer facility. This change was made in practice last year after the electronic recycling vendor for the Town began charging. Attached to your agenda is the proposed agreement.

Motion to recommend authorizing the renewal agreement made by Robert O'Brien, 2nd Anita Twitchell. Vote 4-0. A resolution will be added to the April 7th Council meeting via a supplemental agenda.

3. 2016/2017 Strategic Plan

Each new City Council has developed a strategic plan. Strategic plans set goals and objectives in a systematic, incremental manner with the intent of realizing a local government's long-term vision. The Office of the New York State Comptroller, Division of Local Government and School Accountability has a guide for strategic planning that you may want to review: osc.state.ny.us/localgov/pubs/lgmng/strategic_planning.pdf. In the plan they summarize what strategic planning does: "Simply put, it makes you take a look at what's going on today, where you want to be tomorrow and which steps you will need to take to get there."

Cindy Wade reviewed the previous strategic plan and asked Committee members and as well as other Council members present to review the plan and bring suggestions to the next Planning/Development Committee agenda to remove or add items or make other items higher priorities.

4. Executive Session Item – City Manager Employment Contract

Item was removed from the agenda.

APPENDIX B
ENVIRONMENTAL/PARKS COMMITTEE
Tuesday, March 8, 2016
7:00 p.m.
Hurley Building Conference Room

Committee: Nick Cutri, Chair; Matt Martin; David Whitcomb **Absent:** Anita Twitchell

Other Council Members: Ellen Polimeni, Robert O'Brien; Karen White

Staff: John Goodwin;

Meeting called to order at 7:00 PM

1. L.L. Bean Agreement Renewal

The Committee reviewed the agreement and had no objection to its renewal. No official action was necessary or taken.

2. Dock Policy

The Committee requested that staff review policies of other communities regarding their public docks in regard to the fees charged and reservation of slips.

3. Donation of 16-gallon recycling boxes

The Committee discussed the declaration of 16-gallon recycling boxes as surplus and their disposal by providing the boxes to the Clyde-Savannah School District. Matt Martin made a motion to declare the boxes surplus and provide Clyde-Savannah School District with up to 100 boxes. Motion 2nd by David Whitcomb and a 3-0 vote in favor.

RESOLUTION for next City Council Meeting

Meeting Adjourned at 7:45 PM by motion made by David Whitcomb, 2nd by Matt Martin. Vote 3-0

APPENDIX C
FINANCE/BUDGET COMMITTEE
Thursday, March 24, 2016
7:00 p.m.
Hurley Building Conference Room

Committee: James Terwilliger, Chair; Robert O'Brien; Karen White Absent: Cindy Wade

Other Council members: Ellen Polimeni; Nick Cutri; David Whitcomb; Matt Martin; Anita Twitchell

Staff: John Goodwin; Michele Smith

1. Financial Consulting Services – Bernard P. Donegan, Inc.

The City has used Bernard P. Donegan, Inc. as its financial advisors for a number of years. Financial Advisors assist municipalities with the necessary reporting requirements related to municipal borrowing (bonding). Attached to your agenda is a proposed financial consulting services agreement. Such an agreement is required by rules of the New York State Office of the State Comptroller as well as the United States Securities and Exchange Commission (SEC).

Motion to recommend approval as set forth above made by Robert O'Brien, 2nd by Karen White.
Vote 3-0

RESOLUTION for next City Council Meeting

2. Parking Ticket Payment Methods

On February 22, 2016 Terry Baird posted on the Canandaigua 2020 Facebook page about a Lexington, Kentucky program which involved parking ticket fines being paid with canned food donations. Mayor Polimeni and Councilmember David Whitcomb replied to the post and requested that such a program be discussed at the next Finance/Budget Committee meeting. Staff has briefly discussed such a program and recommends against such a program for several reasons, including administrative burdens and budgetary impacts. Such a program would cause many administrative issues for the City Court and the Clerk/Treasurers Office. The 2016 Budget is predicated on the receipt of \$40,000 in parking ticket fines. Further, such a program may not fulfil the needs of the food pantry or community kitchen. If City Council would like to provide assistance to a food pantry or community kitchen such as Gleaners Community Kitchen (housed by St. John's Episcopal Church), Canandaigua Churches in Action (CCIA) Food Pantry, and/or the Salvation Army, an outside agency contract and appropriation from the General Fund Budget would be the easiest method of accomplishing this goal.

General Discussion but no action.

3. Budget Items

During the January 26th Finance/Budget Committee meeting, Council members present requested that a general budget discussion be placed on the agenda for the February 23, 2016 Finance/Budget Committee meeting. As discussed at the meeting, Councilmembers sent budget items/ideas for revenues or expenditures to me to be included on the agenda. This discussion was tabled by the Finance/Budget Committee for the March 22, 2016 meeting. Below is a list of items that were sent to me by Council members briefly summarized in question form.

- a. Police Department – Should the City consider the elimination of the Police Department and replace police services with the Ontario County Sheriff's Department? Questions would need to be addressed as to what happens with current City Officers? County position? May

lower taxes but safety issues increased? This would need to be done in accordance with NY State law, which is approximately a 2-3 year process involving the City, County, and other interested agencies.

Need additional information as to the process and how other municipalities address public safety without their own police dept.

What services does the City provide and how to do it in the best way possible?

- 1) Question was raised whether or not there is an economy in consolidating the administration of the Police and Fire Department under a Public Safety Director?

Keep this item for future discussion? – Vote 6-2 in favor.

- b. Fire Department – Is the City satisfied with the current level of service?
Need to review the changes that were made in 2009 and where we stand now. Personnel and financial impacts. How do you measure level of service?
Keep this item for future discussion? – Vote in favor 8-0
- c. Economic Development – Have the benefits outweighed the expense? Can we partner with neighboring communities? Need to touch base with staff and Chamber to review how current contract is being implemented. This topic should be tabled until new City Manager, who has ED experience, is able to participate.
Keep this item for future discussion? – Vote in favor 5-3
- d. Special Event Policy – Should the City be recouping all actual expenses (not just overtime)?
- e. Special Event Policy – Can the City find a way to lower the costs to event sponsors?
Keep these items for future discussion? – Vote in favor 8-0
- f. Solid Waste and Recycling Collection – Should the City make a policy to maintain this service without a new/additional fee? Analysis of impact of totor program on tipping fees needed, also personnel/workers comp. issues. (Current numbers indicate 12% increase in recycling)
Keep this item for future discussion? – Vote in favor 8-0
- g. Mayor and City Council Salary – Should the salary be increased due to the time requirements and to encourage more residents to run for office?
Keep this item for future discussion? – Vote in favor 5-3
- h. FLTV and their service broadcast should be added to the next agenda. Other topics may be added by Council members on-going basis.

Meeting Adjourned at 9:03 PM

APPENDIX D
PUD COMMITTEE
Thursday, March 24, 2016
7:00 p.m.
Hurley Building Conference Room

Committee: David Whitcomb (Chair); James Terwilliger; Robert O'Brien; Karen White; Ellen Polimeni;
Nick Cutri; David Whitcomb; Matt Martin **Absent:** Cindy Wade, Anita Twitcell;
Staff: John Goodwin; Michele Smith

1. Pinnacle North: Request to Place Sales Trailer

The developer of Pinnacle North has recently requested to install a sales/lease trailer on the Phase II parcel of the Pinnacle North project. As this area does not yet have a final site plan approval and such use was not authorized in this PUD zone, it requires the review and approval of the City Council. Attached to your agenda is a proposed location for a double wide trailer that is approximately 24' wide by 64' long. The proposed location is on a stone parking lot with a perimeter six (6) foot tall temporary fence and gates. The developers envisions that the trailer would be there for ten (10) to twelve (12) months, until the spring on 2017 when the buildings of Phase 1 are complete and open as the buildings include a permanent leasing office. The developer also anticipates four (4) flutter flags that are six (6) feet tall, approximately four (4) sandwich boards, two (2) banners and two (2) wooden signs that are no larger than 4' by 8'. There are no issues in regard to the brownfield as the remediation work has been completed.

Kevin Hoffman, Project Manager, attendance for Developer- Motion to approve as presented made by Nick Cutri, 2nd by Robert O'Brien. Vote 7-0

RESOLUTION for next City Council Meeting

Meeting Adjourned at 7:05 PM